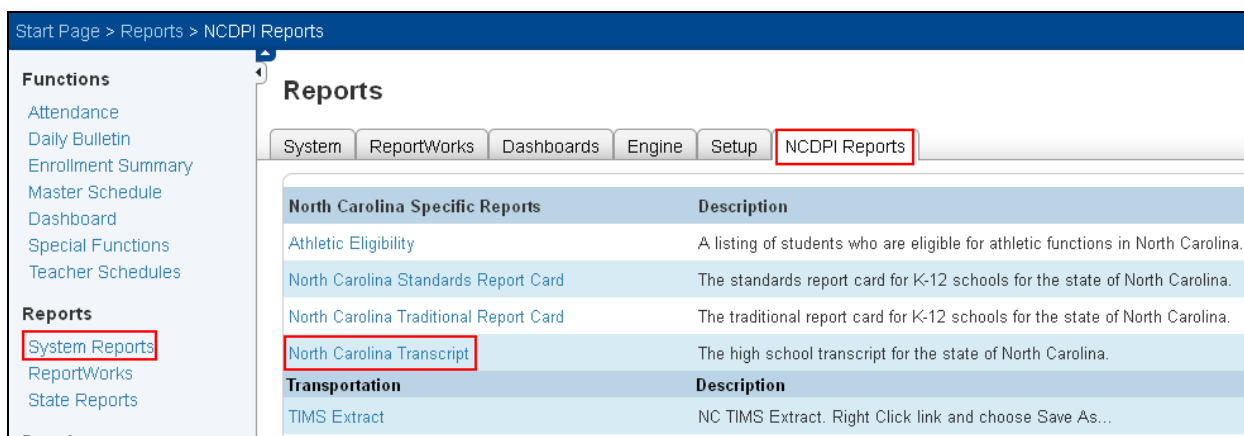


Generating Student Transcripts

The document will show users how to print student transcripts from PowerSchool. Transcripts can be printed for one student or a group of students.

Navigation: Start Page > Select Student or Group of Students > Reports > System Reports > NCDPI Reports > North Carolina Transcript



Printing Student Transcripts

Select the desired student or group of students. Make the student or group the Current Selection and continue with the steps below.

1. On the **Reports** page, click on the **NCDPI Reports** tab and click on **North Carolina Transcript**.
2. On the **North Carolina Transcript** page select the desired setting for the following:
 - a. **Transcript to Print** =
 - i. **Standardized** – does not contain Immunization, Attendance and Previous School information.
 - ii. **Student** – contains Immunization, Attendance and Previous School information.
 - b. **Students to scan** = current student or **All xxx currently enrolled students**
 - c. **Sort Order** = **Last Name, Grade Level, Homeroom**
3. Click **Submit**.

Generating Student Transcripts

Start Page > Special Functions > Group Functions > North Carolina Transcript

North Carolina Transcript

Option	Value
Transcript to Print	Standardized
Students to scan	<input checked="" type="radio"/> Mouse, Mickey <input type="radio"/> All 1823 currently enrolled students
Sort Order	<input checked="" type="radio"/> Last Name <input type="radio"/> Grade Level <input type="radio"/> Homeroom

Submit

The transcript(s) will display in a new tab of the web browser. Follow the instructions at the top of the transcripts to print a hard copy.

Instructions

Selected page breaks and print options will be output when this page is printed. This instructional text will not be sent to the printer.

Note that due to browser differences, some browsers may fail to properly print this report. For a list of supported browsers, consult the **Hardware and Software Requirements for PowerSchool 7.x**, available on **PowerSource**.

Tips for printing:

- Turn on printing of backgrounds. Shading and colorations in this reports are all "backgrounds", and not printing backgrounds will generally lead to illegible printouts.
- Turn off printing of "header" information in your browser settings. If this is not off, each page printed will include (depending on browser) the URL of this page, a page number, and a time stamp. These are generally not desired for this report.
- It is advised that you use your browsers "Print Preview" feature to confirm that the output is correct prior to sending to the printer. You may adjust text size using the text font size controls of your browser. You may also control landscape portrait printing via your browser settings. Doing so may fix cases where table cells end up spanning page breaks or where the report appears too small in the final output.

Also note that this report has been opened in a new window. Once done printing, close this window to return to your previous PowerSchool session.

Disney High
123 Main Street
Disney, NC 12345
NC Standardized Transcript

09/18/2013

STUDENT INFORMATION	
Name: Mouse, Mickey	Student No: 123456789
Address: 5367 Mouse Way Disney, NC 12345	Birthdate: 8/18/1996 Gender: Male
Contacts: Michael Mouse Minnie Mouse	Expected Graduation Date: 06/10/2014 Course Of Study: Future Ready Core Endorsement(s): CTE Concentrator: Math Rigor
SCHOOL INFORMATION	
Contact: Walt Disney 919-555-1234 L.E.A.: Disney Public Schools 919-555-1234	School No: 123456 Grades: 9-12 Accreditation: SA College Board Code: 987654
CREDIT HISTORY	

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